

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120139-1

DDS/OL/SD 81

PREPARE IN DUPLICATE

XXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE  
OF  
REPORT☒

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

Selected Property In Use Account CMR's

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

See #5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly through cycle of 155 Accounts

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)  
Computer Print-Out

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.

223

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OCS, OL/SD/FSB

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-6	3.51	2		7.02	155		1,088.10

## B. COSTS OF COMPUTER PRODUCED REPORTS

				2.25	155		348.75
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TOTAL COSTS PER YEAR

1,436.85

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is the document used by the Responsible Officer (R/O) of each account to conduct his annual inventory and used jointly by the R/O and Headquarters to correct and update the account.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1975

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

FORM 142  
9-70

Classification

(22-36-43)

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